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# NASA Procedural Requirements

**COMPLIANCE IS MANDATORY**

**NPR 2570.1**

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## Subject: NASA Radio Frequency (RF) Spectrum Management Manual

Responsible Office: Space Operations Mission Directorate

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## Appendix D: Frequency Management Liaison Group (FMLG)

The FMLG is organized to provide a forum for the exchange of information on radio frequency spectrum management requirements, policies, and issues between all Enterprises of the Agency.

### D.1 Purpose

The group is established to provide the means by which the AA for OSF ensures other Headquarters Offices of the Agency's compliance with Office of Management and Budget (OMB) Circular A-11, Section 34.4.

The group also provides the means of assuring spectrum compatibility between the different communications systems requirements, in support of each Enterprise's mission goals.

### D.2 Objectives

The group provides a medium for each Enterprise to input the communications requirements of all current and future programs sponsored by that Enterprise to the Agency Spectrum Policy and Planning Director, in a timely manner, to ensure that spectrum support is available, as and when required by each program.

The group also provides the means for Headquarters Offices to review and comment on the status and progress of frequency spectrum support issues and activities in the national and international frequency spectrum arenas.

Additionally, the group provides assurance of intra-NASA compatibility by reviewing, for coordination purposes, spectrum support submissions prior to frequency assignment application.

### D.3 Organization

The Agency Spectrum Policy and Planning Director, on behalf of the AA for OSF, chairs the group. The chairman is supported by the Agency Spectrum Program Manager at GRC. Meetings of the group are convened by the Chairperson, and meet as necessary, but not more than 90 days should elapse between meetings.

Each Enterprise provides to the group one representative, knowledgeable in the communications requirements of all current and future programs sponsored by that office. In addition, the Office of Safety and Mission Assurance (OSMA) will provide a representative to the Group.

The work of the group will be recorded by means of three documents:

1. Meeting Minutes[\[1\]](#), published after each meeting.
2. Action Item List, reviewed and updated at each meeting.
3. Calendar of Events for 1 year, updated monthly.

These documents, published by the Chairperson, will be distributed to all members.

[1] The guidelines in NPG 1441.1, NASA Records Retention Schedules, should be followed to maintain and safeguard these records. Records, documents, reports, etc. can only be disposed of based on the retention periods in NPG 1441.1. If an item is not described in NPG 1441.1, an entry needs to be developed and added to the NPG. In this instance, contact your Center Records Manager for the procedures.

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